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Maintenance

**PROVIDING ESTIMATES FOR UNPLANNED
LABOR**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements provisions of Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*. It establishes the procedures and assigns responsibilities for managing unplanned labor estimates and applies to Aircraft Management (LA) and Logistics (LG)) Directorates.

SUMMARY OF CHANGES. This is an initial publication.

1. GENERAL. All operations must have labor standards before they appear on work center schedules. Usually the standards will be in the form of an estimate provided by or to the planner for the Resource Cost Center (RCC) performing the work. All operations must have a labor estimate, but may contain the phrase, "As required."

2. RESPONSIBILITIES AND PROCEDURES. When unplanned work is necessary, an AMARC Form 71, **Work Order Request**, is brought to the applicable work center scheduler for scheduling. The AMARC Form 71 should have a written estimate in the *EST HRS* block.

2.1. Planners are responsible for determining all labor standards. If the AMARC Form 71 is presented without the estimate, the schedulers will contact the appropriate planner for the performing work center. Planners may contact production workers performing the work through their supervisor to obtain additional information if necessary.

2.2. To modify a production work order (PWO) for unplanned labor, the MAXIMO Work Orders module is used to pull up the work order using the Work Order Tracking feature.

2.2.1. Clear the screen if not blank.

2.2.2. Type the work order number on a clear screen and press <Enter>. Click on the **OPS** tool bar button to view the operations for the selected production work order. There should not be an operation for the unplanned work in the job plan or routing.

2.2.3. An operation can be added by selecting an operation line and pressing <Insert> or by choosing the Table pull down menu and then Insert Table Row. This will add an empty row.

2.2.3.1. Choose an operation number half way between the preceding and next operation in case more labor needs to be added later. Keep the operations in the same sequence as the work to be performed. Numbers ending in "0" or "5" are reserved for planned operations. Press <Tab> to move to the next column.

2.2.3.2. Type the description of the operation and press <Tab>.

2.2.3.3. Type the estimate. Press <Tab>.

2.2.3.4. Type the Work center number or RCC and press <Tab>.

2.2.3.5. Type the suffix of the work center, if necessary, and press <Tab>.

2.2.3.6. Press <Tab> to move to the Sch.Cd. field. Enter the date the work should begin, a date in this field schedules the operation. Enter the priority of the workload as assigned by the scheduler for the process. It will appear on the Netscape work center schedule on the scheduled date.

2.2.3.7. Press the Save button.

2.2.3.8. Click on the main tool bar button to go back to main work order tracking screen. Choose the Options pull down menu. Choose Change Status; choose Unapprove.

Figure 1. Work Order Tracking Screen.

Dtg	Description	Hours	Work Order #	Complete Date	Sub. Cd.	Remark
161	EL PH Landing Light Warn Problem	3:00	400791	08/03/1998	08/03/1998	ADDED
162	EL Fuel Flow Problem	3:00	400791	08/11/1998	08/10/1998	ADDED
163	EN Check For Oil Leaks	3:00	400794	08/10/1998	08/10/1998	ADDED
165	PHES REFUEL/DEPUEL	2:00	400723	08/06/1998		
176	APRODING FUEL DEFENSEV ACFT'S ENGINE	45:00	400730	08/06/1998		
186	AP TROD TOP OPE CK ACFT EYELAND SCUP	24:00	400730	08/06/1998		
186	AP REPAIR ALL SAFETY OF FLT. DISCREPN	24:00	400730	08/06/1998		
191	REPAIR ACPA DISCREPANCIES, APS	96:00	400730	08/06/1998		
192	REPAIR ACPA DISCREPANCIES, SHEET	100:00	400796	08/07/1998	08/04/1998	
193	REPAIR ACPA DISCREPANCIES, INFLAMM	3:00	400797	08/07/1998	08/04/1998	
194	REPAIR ACPA DISCREPANCIES, ENGINE	3:00	400794	08/07/1998	08/04/1998	
195	REPAIR ACPA DISCREPANCIES, EQUIPMENT	16:00	400794	08/07/1998	08/04/1998	
196	PART ANTI SMO ON WALKWAY SHEET	3:00	440711	08/11/1998	08/10/1998	ADDED

Figure 2. Work Order Tracking - Work Plan Labor Screen.

Dtg	Labor Code	Description	Quantity	Hours	Rate	Unit Cost
170	APS		1	0.00	\$13.50	\$0.00
180	APS		1	0.00	\$13.50	\$0.00
190	APS		1	0.00	\$13.50	\$0.00
195	700CREW	700 CREW FROM RECV	1	0.00	\$13.50	\$0.00
200	APS		1	0.00	\$13.50	\$0.00
210	APS		1	0.00	\$13.50	\$0.00
220	APS		1	0.00	\$13.50	\$0.00
196			1	0.00	\$0.00	\$0.00

Estimated Totals
Hours: 1.00 Cost: \$0.00

2.3. Enter the labor information to be added.

2.3.1. Press the PI Labor button.

- 2.3.1.1. Scroll to the bottom of the operations.
- 2.3.1.2. Type the operation number in the OP column. Press <Tab>.
- 2.3.1.3. Type the craft name. Press <Tab> twice.
- 2.3.1.4. Type the estimate. The default is 0 hours.
- 2.3.1.5. Choose the Options pull down menu again and choose Change Status.
- 2.3.1.6. Choose Initiate. A box will appear to verify and ask if you would like to print the work order. Unmark the print option unless a new printed copy is required. Press the OK button.
- 2.3.2. If not printing a new amended copy, the older version will need the new operation to be handwritten and initialed by planner.
- 2.3.3. Press the Save button.
- 2.4. A new operation can be added either through a program or manually in the work order tracking detail in the Western Data System (WDS). Both ways are discussed in the following pages respectively.
 - 2.4.1. Program Adds.
 - 2.4.1.1. Choose reports from the File pull down menu in the Work Order Tracking screen in MAXIMO.
 - 2.4.1.2. Select *WOCMPWDS Copy Job Plans to WDS*.
 - 2.4.1.3. Press Run button. A dialog box will appear. Leave the preview radio button marked. Press <Enter>.
 - 2.4.1.4. A preview of the report will appear identifying any update, inserts or errors made in WDS from the MAXIMO work order operations. Choose Exit from the File pull down menu to close the preview.

Figure 3. WDS Work Order Module (WO) - Tracking File Maintenance (10).

The screenshot shows a software window titled "WDS Compass CONTRACT - Database 95". Inside, there is a sub-window titled "Tracking File - 2". The form within this sub-window is for "Tracking File Maintenance". It includes fields for "WO#", "OPN#", "Date*", "Desc*", "Revok", "Mach", "ToolPric", "Pwage", "Degr", "Bp", "AB WC", "Per WC", "Reok WC", "Compressed", "Reok WC", "OPN Except", "Qty", "Qty Merge In", "Qty Merge Out", "Setup Cost", "Compress %", "Overlapped", "Qty SpR", "Per SpR", "SCHEDULED", "SU Hs", "Lia Hs", "BPP Date", "City", "Mach Hs", "Std Type", "Start", "Overlapped", "Qty", "Move Hs", "Osc", "ACTUAL", "Per", "Used", "Std", "Except", "Bec", "Inp", "Qty In", "Qty Out", "Set Qty Except", "Cost", "Qty Carry", "Reject", "Enap", "Setup Hs", "Mach Hs", "Lia Hs", "Revok Hs". At the bottom, there are buttons for "File Mode", "Query", "Clear", and "OK".

2.4.2. Manual Adds. A manual add operation entry is required when the work order only exists in the WDS. This includes priority reclamation and service work orders. In order to update the tracking file in WDS manually, log into WDS and select WO 10 before launching program as follows:

2.4.2.1. *Command*: A for Add tracking entry or M for Modify tracking entry.

2.4.2.2. *WO**: work order number <Enter>.

2.4.2.3. *OPN*: Operation number <Enter>.

2.4.2.4. *Desc**: The exact information as the MAXIMO job plan operation description, <Enter>.

2.4.2.5. *WC**: RCC of the work center performing the operation.

2.4.2.6. <Enter> through for the defaults, i.e.:

Rework	Overlap Qty: 0
Machine	S/U Hrs: 0.0
Tool/Proc:	Mach Hrs:
Min Split Qty: 1	Lbr Hrs: Type the estimate. The default is 0 hours.
Max Mach/Crew: 99999	Move Hrs:
OPN Compl:	Start Date:
Setup Compl:	Due Date:
Std Type: 2	

2.4.2.7. Msg: will read “*Modify as necessary, then click OK to continue; press <Esc> to cancel.*” Make any corrections by using the mouse to move the cursor to the correct field to make the change, then <Enter> to accept modifications.

2.4.2.8. Msg: will read “*OK to add notes?*” type *N* for no and <Enter>.

2.4.2.9. Type a 0, press the space bar, or <Esc> in the **OPN:** field to finish adding operations.

OFFICIAL

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